

# TOWN OF HOLBROOK RECRUITMENT REQUEST FORM

This form is to be submitted to HR once a Request for Personnel Form has been completed and approved by the Town Administrator.

The Human Resources Department will make every effort to place advertisement as requested.

Please allow ample processing time for all requests.

## Section 1: To be Completed by the Department Head and forwarded to the Human Resources Department:

Department: \_\_\_\_\_ Position: \_\_\_\_\_

### Advertise this position as requested below:

Please email the requested advertisement to: [jobs@holbrookmassachusetts.us](mailto:jobs@holbrookmassachusetts.us)

1. All openings will be posted on the following Town bulletin boards.

Town Hall \_\_\_\_\_ Public Safety \_\_\_\_\_ Library \_\_\_\_\_

Posting Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

2. Town website:

Posting Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

3. MMA (price ranges from \$75 and up based on number of words).

Posting Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

4. indeed (pricing is cost per click, so include per day budget with a cap (example \$10 per day for 10 days is \$100 budget).

(Credit Card Authorization Form and PO is required from department to file with Accounting in order to post).

Posting Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

5. Other (Please be specific, giving posting and removal dates and web addresses if applicable).

Example: Craigslist, Trade Associations, List Serves:

\_\_\_\_\_  
\_\_\_\_\_

**I understand that my department is responsible for charges related to this ad(s).**

\_\_\_\_\_  
(Department Head Signature)

\_\_\_\_\_  
(Date)

## Section 2: To be Completed by Human Resources Department

Approved Hiring Request Form on file: \_\_\_\_\_

Posted: 1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: \_\_\_\_\_ 4: \_\_\_\_\_ 5: \_\_\_\_\_

Removed: 1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: \_\_\_\_\_ 4: \_\_\_\_\_ 5: \_\_\_\_\_

Once complete, attached copies of price quotes and job advertisements for filing in the Job Opening Binder.